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[CLICK HERE FOR CEO's REPORT DATED SEPTEMBER 22, 2009](#)

[CLICK HERE FOR ARTS COMMISSION's REPORT DATED OCTOBER 20, 2009](#)

[CLICK HERE FOR BOARD OF SUPERVISORS' REPORT DATED OCTOBER 20, 2009](#)



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
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WILLIAM T FUJIOKA  
Chief Executive Officer

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

September 22, 2009

To: Supervisor Don Knabe, Chair  
Supervisor Gloria Molina  
Supervisor Mark Ridley-Thomas  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

From:   
William T Fujioka  
Chief Executive Officer

**REPORT ON ARTS INTERNSHIP PROGRAM (AGENDA OF SEPTEMBER 22, 2009  
SUPPLEMENTAL RESOLUTION BUDGET)**

On June 22, 2009, on the motion of Supervisor Ridley-Thomas, the Chief Executive Officer was instructed to work with the Executive Director of the Arts Commission to improve and revamp the Arts Internship Program (Program) to make it more competitive for funding in FY 2010-11 from other sources; identify other grant sources to help underwrite the cost of the Program in FY 2010-11; and report back in writing every three months on the progress on these items. In addition, the motion to restore funding in the amount of \$500,000 to the Program in FY 2009-10 was continued to Supplemental Changes in September.

Due to the uncertainties surrounding the current economic downturn as well as the State's budget impact, we do not recommend the use of net County cost to fund the Program. Instead, we recommend that we aggressively pursue alternate funding sources that can fund and sustain the Program. Based on our exploration of various programs offering potential sources of funding, as well as program improvements with the Arts Commission, we have identified the following options that in aggregate, may allow the Program to continue and provide Arts Internship opportunities without utilizing limited County resources.

- Pursue Temporary Assistance for Needy Families Emergency Contingency Fund (TANF ECF), which is part of the American Recovery and Reinvestment Act of 2009. Working in conjunction with the Department of Public Social Services, our goal is to hire and place at least 100 individuals through this funding. Following are two specific plans associated for this funding:

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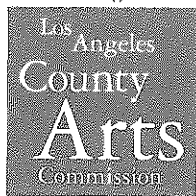
Each Supervisor  
September 22, 2009  
Page 2

- Work with various Arts Organizations to directly employ TANF ECF CalWORKs participants through the South Bay Work Investment Board and the 30 workforce centers. These may be internships or assistant type positions; and
- Work with all of the community college districts in the County to develop an arts organization internship program by targeting a population of over 2,000 CalWORKs students at community colleges who are eligible for the TANF ECF program.
- Work with Arts Organizations to cover internship administrative costs and request the larger organizations to supplement hiring of interns using their resources.
- Explore the option of establishing an arts organizational internship program which offers college credit instead of payment. This option, based on the Department of Human Resources' existing Community-Based Enterprise Education Program, should be broached with local colleges and universities for a program beginning in summer 2010.

We will continue to work with the Arts Commission and inform you of the progress. If you have any questions, please contact Deputy Chief Executive Officer, Ellen Sandt at (213) 974-1186 or your staff may contact James Yun at (213) 893-2072.

WTF:ES  
GS:JY:cg

C: Arts Commission  
Department of Human Resources  
Department of Public Social Services



# MEMO

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October 20, 2009

TO: Supervisor Don Knabe, Chairman  
Supervisor Gloria Molina  
Supervisor Mark Ridley Thomas  
Supervisor Zev Yaroslavsky  
Supervisor Michael D. Antonovich

Board of Supervisors

FROM: Laura Zucker, Executive Director

A handwritten signature in dark ink, appearing to be "LZ", written over the printed name "Laura Zucker".

Michael D. Antonovich  
Don Knabe  
Gloria Molina  
Mark Ridley-Thomas  
Zev Yaroslavsky

## REPORT AND UPDATE ON TRANSITIONAL SUBSIDIZED EMPLOYMENT PROGRAM FOR ARTS ORGANIZATIONS

Commissioners

Attached is a report in response to questions raised at the October 13, 2009 board meeting regarding the Transitional Subsidized Employment (TSE) program. A subsequent report on additional activities will be submitted in one month.

Araceli Ruano  
President

Ronald D. Rosen  
Vice President

Please do not hesitate to contact me if you have any questions at (213) 202-5858 or [lzucker@arts.lacounty.gov](mailto:lzucker@arts.lacounty.gov).

Ollie Blanning  
Secretary

Attachment

Aurelia Brooks  
Executive Committee

Betty Haagen  
Immediate Past President

C: Arts Deputies  
CEO  
DPSS  
South Bay Workforce Investment Board  
C-BEEP

Carlos C. Barrón  
Arlene "Phoebe" Beasley  
Tomas J. Benitez  
Alis Clausen  
Judith Galperson  
Laurel Karabian  
Peter Lesnik  
Marjorie S. Lyte  
Hope Warschaw  
Rosalind Wyman

Laura Zucker  
Executive Director

**Arts Commission Internship Program**  
**Transitional Subsidized Employment (TSE) program through the Temporary Assistance for**  
**Needy Families Emergency Contingency Fund (TANF ECF)**  
Updated October 20, 2009

**BACKGROUND**

In June the CEO was instructed by the Board of Supervisors to work with the Arts Commission to determine alternative sources of funding for the program and to report back. The Arts Commission met with the CEO's office over the course of the summer to explore alternative funding options. The CEO's memo to the Board recommended exploring the use of Temporary Assistance for Needy Families Emergency Contingency Fund (TANF ECF) as a replacement funding source.

On September 22, the Board of Supervisors instructed the CEO to work with the Arts Commission to identify a protocol for using the TANF ECF stimulus funds to fill arts internship positions and report back in 45 days. Positions that cannot be filled through the TANF ECF program, which is intended for low income families, will be funded through an alternative funding source identified by the CEO.

**PROGRAM DEVELOPMENT**

A conference call was organized with Luther Evans of the Department of Social Services on September 11, after which LACAC staff contacted the South Bay Workforce Investment Board (SBWIB) for more information about the Transitional Subsidized Employment (TSE) program.

Based on a template provided by the SBWIB, Arts Commission staff developed an informational bulletin entitled "**How nonprofit arts organizations can hire subsidized employees**" that includes information on the program and specific steps organizations must take in order to complete an application and to register to become a worksite.

Arts Commission staff will attend the monthly LA C-5 Meeting (LA County Community Colleges CalWORKS Consortium) on October 21 to obtain more information on how to reach eligible students interested in working for arts organizations of upcoming opportunities once more arts organizations become eligible worksites.

**COMMUNICATIONS**

On September 30, the informational bulletin was reviewed by a staff member at SBWIB and distribution of the information began. During the week of October 5, the [www.employmentstimulus.org](http://www.employmentstimulus.org) Web site was changed and as a result, the informational bulletin was updated.

On October 6, Arts Commission staff scheduled an informational workshop for arts organizations with SBWIB staff to take place on October 27 at Arts Commission offices.

**Additional Outreach**

The Arts Commission is contacting arts organizations who have expressed interested in becoming registered worksites that they may begin the application process immediately. In addition, five arts organizations have been identified as organizations that can be readily shepherded through the process to apply as a worksite. They include The Heart Project, Hollywood Museum, LA Commons, Sangeet School of World Music and the Institute of Art, Music and Science.

**Communications to date**

<u>Location</u>	<u>Type of Event</u>	<u>Target Audience</u>	<u>Number reached</u>
Arts Commission offices	Arts Commissioners meeting	Arts Commissioners	12
Arts Commission offices	Organizational Grant Program & Grant Writing Basics Workshop	Arts organizations	23
Armory Center for the Arts in Pasadena	Organizational Grant Program & Grant Writing Basics Workshop	Arts organizations	26
Downtown	Information shared with participants of the Arts Reach National Arts Marketing & Development Conference session on funding for the arts	Arts organizations and individuals	50
Arts Commission offices	Information announced and disseminated Organizational Grant Program & Grant Writing Basics Workshop	Arts organizations	30
HOA	2009 Grantee Reception	OGP Grantees	270
Email	Information emailed to 308 grantees in the Organizational Grant Program	OGP Grantees	308
Email	Information emailed to 125 supervisors who participated in the Internship Program in the summer of 2009	2009 Internship Program supervisors	125
Email	Information emailed to 238 attendees of the Grantee Reception for which Arts Commission has emails	OGP Grantees	238
Email	Message was sent out on LA Culture Net (LACN), a listserv moderated by the Arts Commission with over 5,000 subscribers	Arts organizations, arts administrators, students and individual artists	5,000+
Web site posting	Information posted on Arts Commission Web site: <a href="http://lacountyarts.org/techassistance.html">http://lacountyarts.org/techassistance.html</a>	Arts organizations, individuals and artists	
Web site posting	Information posted on Arts for LA Web site: <a href="http://www.artsforla.org/forum/subsidized_employee_program_workshop_1027">http://www.artsforla.org/forum/subsidized_employee_program_workshop_1027</a>	Arts organizations, individuals, students, arts advocates	

<u>Type of Event</u>	<u>Location</u>	<u>Target Audience</u>	<u>Number reached</u>
Email	Information about TSE program shared with Arts Commission list of Career Centers at various colleges and universities located in county	College counselors and students	14
Email	Information about TSE program shared with Ford Theatre partners	Arts organizations	18
Email	Interns that participated in the program during the last two years were advised of the opportunity for employment through TSE program and that arts organizations will be registering as worksites	Students	250
Email	Information bulletin and workshop date shared with municipal arts agencies to post (Cities of Pasadena, Long Beach, West Hollywood, Culver City, City of Los Angeles and Santa Monica listservs)	Arts organizations, individuals, artists, students	
Email	Follow up email and reminder sent to LA Culture Net (LACN) listserv	Arts organizations, arts administrators, students and individual artists	

#### Upcoming Communications

<u>Type of Event</u>	<u>Location</u>	<u>Target Audience</u>	<u>Number reached</u>
Facebook	Information bulletin and workshop date posted on Arts Commission Facebook page	Arts Community	855
Web site posting	Information bulletin and workshop date shared with subscribers of Arts for LA's newsletter	Arts organizations, individuals, students, advocates	7,100
Email	Send follow up email and reminder about workshop to grantees and internship program supervisors	Arts organizations	
El Camino College	Arts Commission staff will attend the monthly LA C-5 Meeting (LA County Community Colleges CalWORKS Consortium) to obtain more information on how to reach eligible students interested in working for arts organizations of upcoming opportunities.	Community college district administrators and DPSS staff who coordinate the CalWORKs/TA NF program	
Glendale Civic Auditorium	Information announced and disseminated at Arts Tune-Up on Saturday, October 24	Small arts organizations,	90+

		individual artists and students	
Arts Commission offices	Arts Commission will host a workshop on how to complete an application for the Transitional Subsidized Employment (TSE) Program at Arts Commission offices on Tuesday, October 27 with two representatives from South Bay Workforce Investment Board.	Arts organizations	30+
DWP Crenshaw Service Center	Information announced and disseminated at Organizational Grant Program & Grant Writing Basics Workshop	Arts organizations	30
Sheraton Fairplex in Pomona	Information announced and disseminated at Organizational Grant Program & Grant Writing Basics Workshop	Arts organizations	30
Ken Edwards Center in Santa Monica	Information announced and disseminated at Organizational Grant Program & Grant Writing Basics Workshop	Arts organizations	30

## TRACKING

The Arts Commission is working with the SBWIB to develop a process to identify arts organizations that register to become a worksite and track employment. The Arts Commission will provide SBWIB with a list of arts organizations; the SBWIB will cross check the list to see which of those organizations have become worksites.

In addition, Arts Commission staff will follow up with all organizations who have expressed interest in the program to track how many become worksites.

## UPDATE ON C-BEEP

The Arts Commission is soliciting resumes for a for-credit internship position through the C-BEEP program. We are using this position as an opportunity to measure potential interest in an unpaid internship position in the arts. The position was:

- Posted on our Web site
- Posted on C-BEEP's Web site
- Emailed to more than 5,000 individuals through the LA Culture Net listserv
- Emailed to 250 interns that participated in the LA County Arts Internship Program in 2008 and 2009
- Emailed to 14 career centers at colleges throughout the County

As of October 19, a total of three resumes have been received. One student expressed interest but thought it might be better for her to pursue the opportunity in the spring; we agreed to reconnect again in February to discuss her availability. The other two applicants are not enrolled in college at this time and do not qualify for the C-BEEP program.

We will circle back to remind past interns of the opportunity as well as repost the position on LA Culture Net. In addition, we will present the opportunity to an audience of more than 90 people at an upcoming Arts Tune-Up event at the Glendale Civic Auditorium on October 24. Rodney Hoston of the C-BEEP



program has invited Arts Commission staff to attend a meeting at Cal State LA on Thursday, October 22 from 10 am-1pm to further recruit for this position.

We are also in the process of developing a second opportunity in our Communications division. We aim to have that position posted in the next two weeks and will again track responses to the position.



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WILLIAM T FUJIOKA  
Chief Executive Officer

May 19, 2010

To: Supervisor Gloria Molina, Chair  
Supervisor Mark Ridley-Thomas  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

Board of Supervisors  
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## **STATUS REPORT ON WORKING WITH THE DEPARTMENT OF COMMUNITY AND SENIOR SERVICES TO UTILIZE YOUTH FUNDS AND DEVELOP AN ARTS INTERNSHIP FOR CREDIT PROGRAM**

On March 5, 2010, in our report on using the Civic Art Special Fund for the Arts Internship Program, we informed your Board that we would report back on working with the Department of Community and Senior Services to utilize youth funds that may be available under the American Recovery and Reinvestment Act of 2009, and the progress of developing an arts internship for credit program during Budget Deliberations.

The Los Angeles County Arts Commission and Department of Community and Senior Services will develop and implement an outreach campaign to nonprofit arts organizations to promote the Workforce Investment Act (WIA) Summer Youth Program. The initiative will promote the program to more than 300 nonprofit arts organizations, provide workshops for arts administrators to learn how to become registered WIA Summer Youth Program worksites, and track nonprofit arts organizations participation in the Summer Youth Employment Program countywide.

Categories of youth eligible to participate in the 2010 Summer Youth Employment Program are:

- Youth ages 14 through 19 in CalWORKs and Food Stamp households
- Foster youth ages 14 through 19 living with a relative
- Transition-aged foster youth
- Youth ages 18 through 24 receiving General Relief

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Each Supervisor  
May 19, 2010  
Page 2

Since August 31, 2009, the Arts Commission has been participating in the Department of Human Resources' (DHR) Community-Based Enterprise Education Program (C-BEEP) to offer qualified college students meaningful employment opportunities. This has also allowed the Arts Commission to measure student demand for unpaid internships in the arts and assess the feasibility of administering a for-credit internship program for the arts sector.

The Arts Commission made four internship positions available through C-BEEP. A total of eleven resumes were received; eight of which were eligible for the program. Two applicants were placed and a third candidate is in the process of being placed. Despite extensive marketing of the C-BEEP opportunities by the Arts Commission, all C-BEEP interns at the Arts Commission have been placed directly through DHRs C-BEEP staff.

Low demand for unpaid internships in the arts, as compared to other C-BEEP opportunities, may be due to the fact that undergraduate arts programs typically do not require a practicum for students. In addition, participation in C-BEEP does not guarantee an intern will earn college credit for their work. Each student who is placed in a C-BEEP internship is responsible for determining and negotiating with their instructors and schools the ability to earn college credit for work, as well as complete the required paperwork.

For-credit and unpaid arts internship models are still viable options that should be pursued. Students who are interested in the field can work with their instructors and schools to earn college credit for work. In addition, even if the students may not earn college credit, the exposure, networking opportunities, and hands-on experience that the program will provide are still invaluable. This is consistent with the purpose of the current paid Arts Internship Program, which is to provide undergraduate students with meaningful on-the-job training and experience in working in nonprofit arts organizations, while assisting arts organizations to develop future arts leaders. However, due to the extensive workload involved in the development and administration of such a program, especially since the staff is already engaged in administering the paid internship program, the Arts Commission states it does not have the necessary staff resources to develop and administer a for-credit/unpaid Arts Internship Program at this time.

If the one-time funding provided to administer the paid internship program does not continue, we can reallocate the staff that are currently working on the paid internship program and reassess the extent of staffing needed to continue developing the for-credit/unpaid Arts Internship Program.

Each Supervisor  
May 19, 2010  
Page 3

If you have any questions, please have your staff contact Deputy Chief Executive Officer, Ellen Sandt at (213) 974-1186 or [esandt@ceo.lacounty.gov](mailto:esandt@ceo.lacounty.gov) .

WTF: ES:GS  
JY:cg

c:     Executive Office, Board of Supervisors  
       Arts Commission  
       Community and Senior Services  
       County Counsel  
       Human Resources

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